



Department of Building Standards

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Occupation Tax

THANK YOU FOR YOUR BUSINESS

Please print all information requested below. You may wish to mail in the completed form with payment, (payable to Columbia County), at the above address. We will review all information and process your application if all information is correct. Once reviewed and approved we will mail you your occupation tax certificate to the mailing address you provided.

For office use only

Check # _____ Check amount \$ _____ Account # _____

SIC Code _____ Date filed _____ Local Code _____ Status Code _____

Business Name _____

Business Location in Columbia County _____

Mailing Address of Business _____

Business Phone Number _____ Federal ID No. _____

Name of Owner _____ Social Security No. _____

Second Owner _____ Social Security No. _____

Home Address _____

Home Phone Number _____

(Attach sheet if additional owners need to be listed)

Type or description of business _____

Incorporated with Georgia Secretary of State ____ Yes ____ No

Occupation Tax Calculation

Option #1: Number of Employees* _____ (including owner)

**(Greatest number during 2005 anticipated. Count one employee for each full time employee working 40 hours or more per week. Include owners. To arrive at an employee count for those employees working fewer than 40 hours per week, add the total number of hours worked per week for all such employees and divide by 40.)*

Tax to be paid \$ _____ See rates below:

1 – 5 employees	\$100.00	6 – 10 employees	\$190.00
11 – 20 employees	\$375.00	21 – 50 employees	\$940.00
50 + employees	\$2,250.00		

Option #2: Professional option (i.e. medical, law office):

\$200.00 per practitioner X _____ practitioners = \$ _____
Tax to be paid.

If the business is conducted at more than one fixed location within the county, each location or place must be considered a separate business for occupation tax purposes.

Vehicle Decals: (primarily for the construction industry)

Any business or practice whose primary function is performed offsite shall be required to display on each vehicle used offsite in the performance of such business a decal issued by Columbia County. The decals will be provided at no cost. Generally, you should obtain decals for all vehicles owned by your company or operated by employees who are issued W-2 forms by your company.

Subcontractors: If you employ subcontractors to perform work for your company, they are responsible for paying their own occupational tax and should obtain decals for their vehicles.

In order to receive decals, please provide the following information on your vehicles:

Year _____	Make _____	Model _____
Year _____	Make _____	Model _____
Year _____	Make _____	Model _____
Year _____	Make _____	Model _____

(Attach sheet if additional vehicles need to be listed)

I understand it is my responsibility to renew my occupational tax certificate each year by paying the occupation tax by January 31st, and that I must notify Columbia County of any changes in the address, phone number, or status of my business.

Signature: _____

Date: _____